

Attachment 10
Maintain a fully functioning Client Rights Committee.
2003-2004 Annual Requirement Due October 1, 2003

In accordance with APSM 30-1 Rules for MH/DD/SAS Facilities, Rule T10: 14V.0504 (g), each Area Authority/County Program's Client Rights Committee is required to "file an annual report of its activities with the area board." The annual Client Rights Report that is submitted to the area board shall also be submitted to the Division.

The annual report shall include evidence to demonstrate that the committee fulfills each of the following Rules requirements:

I. Client Rights Committees: T10: 14V .0504

Policy Requirements:

- 1) Include the membership appointment policy and procedure.
- 2) Include training and orientation policy. (.0504 (b) (2))
 - Describe the training program for your client rights committee during the reporting year, noting the number of training sessions and topics covered.
- 3) Meets at least quarterly. (.0504 (b)(3))
 - Indicate the dates when the full committee met during the year.
 - Include subcommittee meetings if applicable.
- 4) Has a policy to monitor the effectiveness of existing and proposed methods and procedures for protecting client rights. (.0504 (b)(5))
 - How does the committee monitor rights protection effectiveness?
- 5) Submits routine reports to the area board regarding seclusion, restraint and isolation time out. (.0504 (b)(6))
 - What is your policy to collect, review and provide quality improvement feedback concerning restrictive intervention data from area program and contractor facilities?
 - How does the committee monitor the implementation of the above policy?

Oversees Protections:

6) Describe how the committee reviews and monitors the effectiveness of the following area authority/county program and contractor provider systems (.0504 (c)(3)):

- A) Client grievances (.0504 (c)(3)(A))
- B) Alleged violations of rights of individuals or groups (.0504 (c)(3)(B))
- C) Concerns regarding the use of restrictive procedures (.0504 (c)(3)(C))
- D) Failure to provide needed services that are available in the area authority/county program (.0504 (c)(3)(D))

Membership Requirements:

7) Each Client Rights Committee shall be composed of a majority of non-area board members, reasonable effort to represent all disabilities, with consumer and family member representation. (Staff who serves on the committee is **non-voting** members.) (.0504(f))

- Without naming committee members, provide a membership list noting each member's representation and disability community. (e.g., consumer - DD, board member, family member – MH, consumer – SA, etc.)
- 8) Maintains minutes of meetings. (.0504 (g))
- Do not include minutes. Indicate who is responsible for keeping current and past minutes.
- 9) Reviews all grievances regarding incidents that occur within a contract agency. (.0504 (h))
- A summary of grievances regarding incidents shall be included in the report. The annual report shall also include what changes or improvements are recommended to the contractor based on the review of trends evident in the grievances.